

ARKANSAS INSURANCE DEPARTMENT
1200 WEST THIRD STREET
LITTLE ROCK, AR 72201

PHONE 501-371-2750

**INSTRUCTIONS FOR SURPLUS LINES
BUSINESS ENTITY PRODUCER APPLICATION**

1. Complete the form SLBE (LIC) 9-02 and submit the application with a fee of \$1,000.00 and \$100 for each Surplus Lines Producer on the Business Entity license. Each surplus lines producer working for the business entity in Arkansas must be listed on the application. This is a one-time fee. The license will renew each January 1, and the renewal fee is \$60.00 per licensee. A notice of renewal is mailed 60 days prior to the renewal date. Your check should be made payable to the Arkansas Insurance Department Trust Fund.
2. For a non-resident business entity attach a current home state certification showing a surplus lines license in your home state. If you do not hold a home state surplus lines license, we cannot issue you an Arkansas license. The license will be granted based upon current reciprocal agreements.
3. The business entity must have at least one individual qualified for surplus lines, prior to licensure. The business entity must retain an active surplus lines producer to maintain the business entity surplus lines producer license.
4. Arkansas business entities must submit a \$50,000 bond for the business entity surplus lines license. Deposits or other assets cannot substitute for this bond. The bond form is located on the web site.
5. If any question 10-14 is answered "yes", then full documentation and a statement must be attached to the application.

If you have any questions regarding this matter, please contact the Arkansas Insurance Department at 501-371-2750.